

**Application for Certificate of Appropriateness  
To  
Washington Historic Preservation Commission**

**I (we) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals to be undertaken within the boundaries of the designated Washington Historic District.**

**Name of Property:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Location of Property:** \_\_\_\_\_

**TYPE OF WORK (CHECK)**

Exterior Alteration or Repair

New Construction

Demolition of Structure

Relocation of Structure

Other \_\_\_\_\_

**See page 2 of this application for additional information to be submitted.**

**Signature: Applicant** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Return Application to:** Washington Historic Preservation Commission  
City of Washington  
PO Box 9  
Washington, GA 30673

**The application, including all additional information must be filed not later than 30 days prior to the next regularly scheduled meeting of the Historic Preservation Commission the Commission meets on the Third Tuesday of the following months: March, June, September, & December at 5:00 P.M., in the Council Room of City Hall, and is an open public meeting. Copies of all information submitted with an application must be retained by the Historic Preservation Commission.**

**Date Received by Commission** \_\_\_\_\_

**Date of Public Hearing** \_\_\_\_\_

**Application Fee:** \$100.00 (Please include with application)

## ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

### 1. EXTERIOR ALTERATION OR REPAIR

*Describe clearly and in detail all work to be done. Include the following items where appropriate:*

- A. Sketches, photographs, specification, manufacturer's illustrations or other description of proposed changes to the building facade or roof, new additions, or site improvements. Drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.
- B. Color of brick and type of mortar to be used for masonry work.
- C. Samples of proposed materials when the original material will not be retained.
- D. Site information including the location of all large trees, parking areas, walls, fences, outbuildings, or other landscape feature of note where major site improvements are proposed.
- E. Landscape plan with measured distances for new parking areas or other major site changes.

### 2. NEW CONSTRUCTION

*Describe the nature of the proposed project. Include the following items where appropriate.*

- A. Site plan with measured distances.
- B. Elevation drawings of each facade and specifications which clearly show the exterior appearance of the project.
- C. Photograph of proposed site.
- D. Landscape plan.
- E. Samples or other description of materials to be used.
- F. Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.

### 3. DEMOLITION OF STRUCTURES

- A. Describe the structure and give reason for demolition. Include a photograph.
- B. Describe the proposed reuse of the site, including landscaping.

### 4. RELOCATION OF STRUCTURES

- A. Give the reason for relocation. Include a photograph. If the structure is to be relocated within the District, describe any proposed changes.
- B. Describe any site features which will be altered or may be disturbed, including foundation, walls, driveways, vegetation, etc.